



Franklin County
Dept. of Economic Dev. & Planning
150 South Front Street, FSL Suite 10
Columbus, Ohio 43215

J O B A N N O U N C E M E N T

TITLE: Administrative Assistant 1 (Bargaining Unit) **PCN:** 051002

SUPERVISOR: Planning Administrator **P.R.:** A9

PRIMARY RESPONSIBILITIES: Responsible for various typing correspondence, documents and reports. Assists the planners in preparing for board meetings (e.g., Planning Commission, Rural Zoning Commissioner's Hearing). Prepares legal notifications, board member packages and minutes, responsible for preparing departmental resolutions for all county rezoning and annexations for the Director. Arranges meetings and conferences, prepares agendas, contacts individuals for meetings, and makes arrangements and reservations with various outside agency representatives. Screens telephone calls and visitors, receives and answers information from the general public.

Serves as a liaison between the Director and the Board of Commissioners, other departments and divisions, and department staff. Gathers information regarding cases that involve (e.g., Planning Commission, Rural Zoning Commission, Board of Zoning Appeals, formal Tech Review, Annexation and Rezoning hearings).

Responsible for answering general questions regarding planning and zoning. Drafts written correspondence, types letters, memos, proofreads, makes corrections and copies materials and documentation.

MINIMUM QUALIFICATIONS: Associates degree with coursework emphasis in Business Administration with three years of clerical or office administration experience; or any equivalent combination of training and experience.

STARTING SALARY: \$16.61/hour plus a comprehensive benefits package.
120 Day Probationary Period.

DATE POSTED: Tuesday, July 8, 2014

DEADLINE TO APPLY: Monday, July 21, 2014

If interested, please go to www.franklincountyohio.gov/Commissioners/hr and apply on-line.

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